



Procedure: Immunization Screening and Referral

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Purpose

To provide guidance on appropriate screening of immunization status in infants and children, and making related referrals and documentation.

Federal Regulation Requirements

Federal Regulations require that during a certification visit for an infant or child, the parent or responsible party must be asked to provide an immunization record.

- When a certification or re-certification visit is scheduled for an infant or child, ask the responsible party to bring the infant/child's immunization records to the certification visit.

Immunization Record

At every certification or re-certification visit for an infant or child, the infant/child's immunization status should be determined using a *documented immunization record*.

A documented immunization record is a computerized or paper record in which actual vaccination dates are recorded.

Examples of an acceptable immunization record would include a parent's hand-held immunization record from the provider, or dates hand written on some type of immunization record form.

- Verbal reporting of dates is not considered a documented immunization record.

On the assessment/care plan form , the top box of each column for certification period includes an area to document if an immunization record was evaluated.

Immunization Record Evaluated

- Circle Y if responsible party furnishes an immunization record
 - Circle N if responsible party does not furnish an immunization record
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Immunization Screening

The infant/child's immunization record is screened by comparing the number of doses and types of vaccinations the child has received in relation to vaccinations needed for the child's age, according to current CDC immunization recommendations.

The infant/child's immunization record can be screened and documented using the WIC computer system "immunization-tracking screen". This screen can be accessed two ways:

- From page 2 of the certification screen using the "shots" field
- From the participant processing menu using the "immunization tracking" menu option.

The immunization-tracking screen is divided into two columns.

- The system will display recommended immunizations by age of infant/child under the **Immunization Due** column on the left.
- The **Immunization Given** column is on the right and is used to document information from the infant/child's immunization record.

Entering an "A" next to the antigen in the left "immunization due" column moves it over to the right "immunizations given" column. Information from the child's immunization record is used to move the immunization due to the immunization given column.

Documenting on The Assessment/Care Plan Form

On the assessment/care plan, the top box of each column for certification period includes an area to document if the immunization record was current.

Immunization Record Current

- Circle Y if immunization record was evaluated and found to be current for child's age based on recommended immunization schedule
- Circle N if immunization record was evaluated and child was found to be missing immunizations based on recommended immunization schedule

Referral if Child is Under-Immunized

If the infant/child is under-immunized (missing immunizations):

- Provide information on the recommended immunization schedule appropriate to the current age of the infant/child AND
- Provide referral for immunization services, ideally to the child's usual source of medical care.
- A referral to a local immunization program may also be given.
- Document the referral in the WIC Computer System.

Immunization Record Not Provided

If a documented immunization record is not provided by the parent/responsible party,

- Encourage the parent/responsible party to bring the immunization record to the next certification visit.
- Provide a sticker for the WIC ID folder and an immunization reminder form.
- Provide information regarding the recommended immunization schedule appropriate to the infant/child's current age
- Provide referral for immunization services, ideally to the child's usual source of medical care
- A referral to a local immunization program may also be given

A parent/ responsible party may bring in an immunization record at any visit. Immunization records may be entered into the WIC computer system at any time using the Participant Processing Menu – Immunization Tracking Option.

Immunization Records are not required to obtain WIC benefits.
